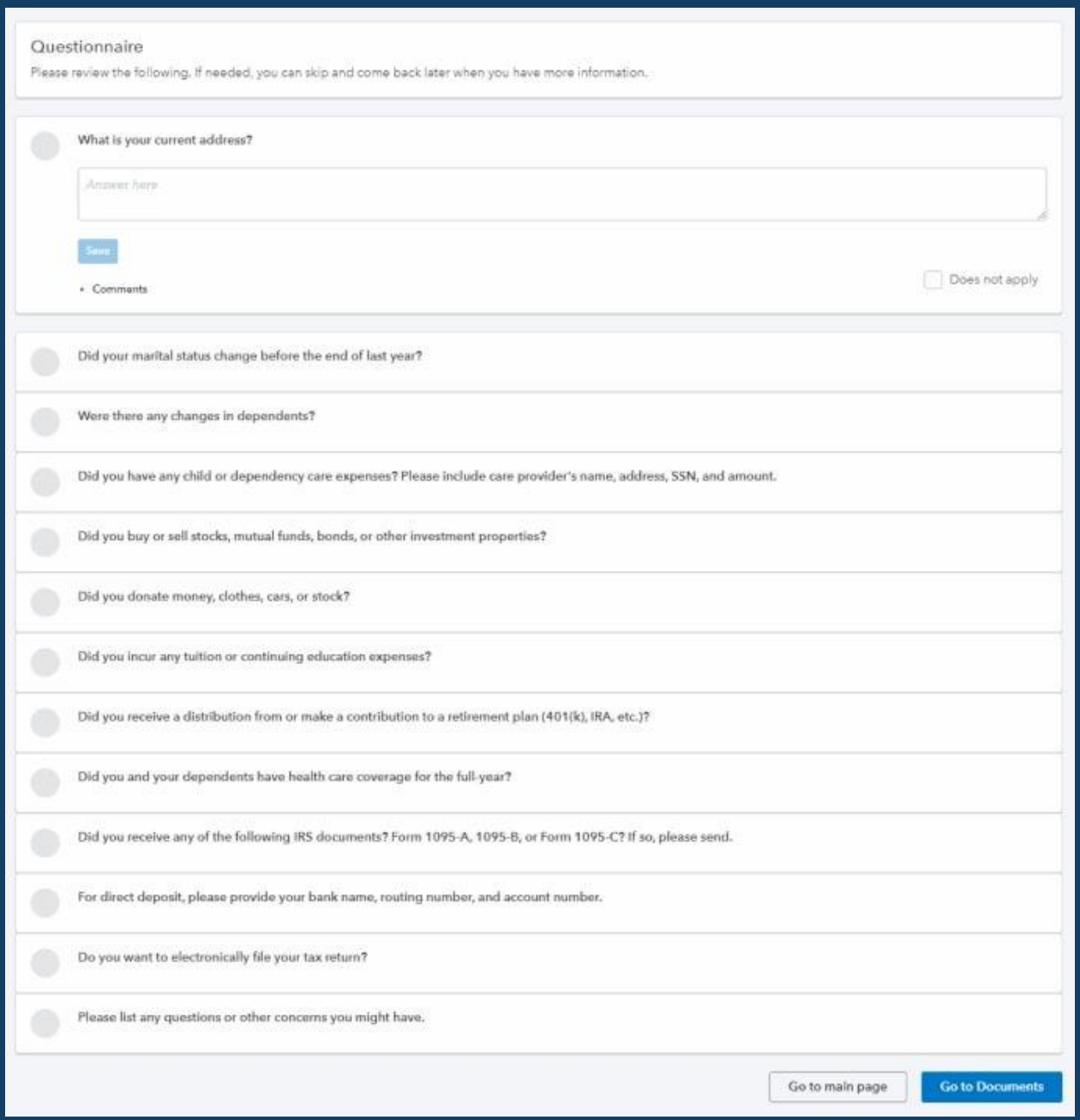
Welcome to Action Accounting!

Questionnaire – Tax Preparation

When you select **Questionnaire**, you'll be taken to a screen like this:



To answer a listed question, select it to open up the response field. If a question is not applicable to you, mark the **Does not apply** box in the lower-right corner of the section. After entering and verifying your answer, click **Save** and proceed to the next question.

When you've finished answering all of the questions, select **Go to Documents**.